July Board Meeting Minutes

Beaches Community Centre (BCC)
July 14, 2026 at 6:00 p.m.
65 Arthur Road, Victoria Beach, MB R0E 2C0

Attendance

Board Members: Bill Hurtig (President), Chris Feakes (Vice President), Cathy Burtnack, Trista Demedeiros, Tiffanie Lauze, Janet Premak, Claudia Schlamp, Ben Shiffman, Nichole Zarazun

Members: Bruce Morrison, Fay Morrison, Tracey Patzer, Sandra Ateah, Murray Otter, John Heppenstall

1. **Call to Order**
   Quorum was established, and Bill Hurtig, President, called the meeting to order at 6:00 p.m.

2. **Agenda**
   The agenda was circulated in advance of the meeting, and the following additions were requested under New Business – Director Resignation.

Motion:
2026.07.14-01
That the Board approved the agenda as amended.
Motion moved by Claudia Schlamp, seconded by Janet Premak. Carried.

3. **June 9, 2026 Board Meeting Minutes**
   Tiffanie Lauze expressed concern regarding language used during the previous Board Meeting and emphasized the importance of maintaining respectful and appropriate communication. Bill Hurtig acknowledged the concern and apologized for his choice of words.

   Tiffanie also raised a concern regarding the understanding that the Membership Committee Chair should be a Board Member.

   In-camera logistics were inadvertently omitted and have since been added.

Motion:
2026.07.14-02
That the Board approved the June 9, 2026 Board Meeting minutes as amended.
Motion moved by Claudia Schlamp, seconded by Janet Premak. Carried.

4. **June 9, 2026 In Camera Meeting Minutes**
   No concerns or changes.

Motion:
2026.07.14-03

That the Board approved the June 9, 2026 In Camera Meeting minutes as presented.
Motion moved by Cathy Burtnack, seconded by Chris Feakes. Carried.

5. Ratification of Director Appointment (Ben Shiffman)

Motion:

2026.07.14-04

That Ben Shiffman be formally appointed to the Beaches Community Centre Board of Directors for a two-year term effective July 2026 to May 2028.
Motion moved by Chris Feakes, seconded by Trista Demedeiros. Carried.

Welcome Ben!

6. President's Report – Bill Hurtig

Bill Hurtig provided his report in advance of the meeting and highlighted the following:

- Fish Fry was a strong success with great attendance, volunteer support, and positive feedback.
- Open House was well received and will likely become an annual event.
- Saturday breakfasts, Country Markets, and pickleball continue to see strong participation.
- Summer Winds planning appears to be on track.
- QuickBooks transition and Treasurer handover remain key priorities.
- Membership has grown significantly, now reaching 623 members.
- Ongoing growth reinforces the need to consider a Club Manager.

7. Directors' Priorities

Bill Hurtig circulated his key priorities in advance of the meeting. The Board expressed support for the initiatives, and Directors were invited to share their own priorities, which included the following:

- Volunteers / Volunteer Recognition & Incentive Program
- Standardized receipt reporting
- Board Member Service Recognition Program
- Exterior clean up and backlog on BCC ground
- Membership list
- Club Manager and event organization
- Feasibility study/grants
- Community events
- Professionalism, communication, and capitalizing on fundraising opportunities

8. May & June Financial Report – Cathy Burtnack

- Cathy Burtnack advised that the QuickBooks transition remains in progress. May has been reconciled in QuickBooks, and work continues on June and July. Cathy thanked Onale Thomas and John Heppenstall for their assistance and noted that financial reports are expected to be available for the next meeting.
- A budget is planned to be prepared in Excel in September 2026.
- A full year of data is required before QuickBooks can export information to create a budget within the program.
- The Board discussed the possibility of obtaining a Board credit card through Access Credit Union. The option reviewed was a no-fee cashback Mastercard with a 19.99% interest rate; however, three years of financial statements are required to apply. More details to come.
- E-transfer is now set up for recurring payments.

- Cathy to investigate setting up an account at Saffie's for miscellaneous items, with purchases supported by signed receipts.

Motion:
2026.07.14-05
That the Board approved the verbal financial report as presented.
Motion moved by Trista Demedeiros, seconded by Tiffanie Lauze. Carried.

Fitness Facility Report (Agenda Item 11.8)

- Murray Otter provided an update on the Fitness Facility.
- An orientation session was held with one participant. Sessions will continue as needed.
- New equipment is expected to arrive next week.
- May and June members increased compared to last year, with 131 members registered to date.
- Member feedback continues to be positive.
- The Board discussed whether a student could serve as an equipment instructor; however, it was noted that a fitness instructor or advisor with appropriate credentials would be required, which may be difficult to secure on a volunteer basis.
- Chris Feakes suggested placing QR codes on each machine to provide access to video demonstrations.
- Murray will discuss the QR code/video demonstration option with the Matrix Machines salesperson during next week's equipment delivery, including whether consistent demonstration videos are available.
- No overcrowding concerns were identified during the summer months at this time.

Murray Otter left the meeting at 6:45 p.m.

9. Business Arising

9.1. Curling Committee Structure – Tiffanie Lauze

- A draft Curling Committee structure was shared with the Board for review.
- Nichole and Tiffanie will convert the draft structure into a formal Terms of Reference document.
- Once finalized, it will be shared with members to seek volunteer interest.

9.2. Canteen Proposal (see Lori Cyr's summary) – Cathy Burtnack/Bill Hurtig

- The Board thanked Trista for connecting with Lori Cyr.
- Lori expressed strong interest in the canteen proposal and would require one or two key supports. The Board supported Lori's proposal. Filling this position(s) was identified as a priority. Board members were asked to identify anyone who may be interested in assisting.
- The Board discussed beginning soon while events are slower, including the possibility of approaching Cathleen Henderson.
- Saturday breakfasts will not be affected.

9.3. Efficiency Manitoba Lighting Update – Gary Wingate

- A quote was received from G&E Electric, and a second quote is being requested from Jeff Johnson of Pine View Electric.
- The Efficiency Manitoba application is pending. Fixtures are to be covered; labour is not.
- The upgrade is expected to improve lighting and reduce energy costs by approximately one-third.
- Timing is a priority, with installation ideally completed before the curling season.

- Gary will confirm the fixture order timeline.
- This item will be added to the August meeting agenda.
- The Board supported proceeding and may schedule an ad hoc meeting, if needed, to review the installation quote.

9.4. Pickleball Committee Report (Agenda Item 11.9)

- Gary met with Pearl Boroditsky regarding student volunteer interest, starting August 17. Board members were asked to keep potential tasks in mind. The placement is expected to be five days per week, six to eight hours per day, as part of a high school credit.
- Pickleball clinics saw strong participation, with 65 players, three clinics, and $650 raised. Online registration will be used next time.
- A kids pickleball clinic was suggested. Gary and Janet will follow up, including checking with Edgewater.
- Progress continues year over year.

Gary Wingate left the meeting at 7:15 p.m.

9.5. Board & Program Emails – John Heppenstall

- Board and program email accounts will use Gmail for consistency.
- Example: beachessecretary@gmail.com was noted as the secretary email account.
- John will assist with email setup as needed. Google Drive access and saved passwords will be maintained for continuity. Membership, Treasurer, and President email accounts were identified as priorities.
- Email signatures can be added to accounts.

9.6. Beaches Open House Feedback & Debrief – Janet Premak/Board

- The Open House was a success, with strong displays, positive engagement, and a steady flow of attendees. The Board supported holding the event annually.
- Suggestion: additional bike racks were suggested. The Board had no concerns with relocating current bike racks for convenience.
- Concern: parking near the fire/emergency exit was discussed. The pickleball group will first be reminded verbally to use the parking lot.
- The Board supported signage for the fire/emergency access area. Suggested wording included “No parking past this point except emergency vehicles,” “No parking between arrows,” or “Fire lane—no public access.”
- John will prepare sign mock-ups for online approval.

Motion:
2026.07.14-06
That the Board approved purchasing for parking signage (~$200) to identify the fire lane/emergency exit as presented.
Motion moved by Chris Feakes, seconded by Tiffanie Lauze. Carried.

9.7. Club Manager Position Update – Janet Premak/Cathy Burtnack

- The Club Manager position was identified as a higher priority to begin work on over the summer.

- Janet will lead the work using a project management approach, with support from John Heppenstall and Cathy Burtnack.
- The proposal will be brought to the Membership at the next AGM, or earlier at a Special Meeting, if required.
- Compensation and budget implications will be determined.
- Transparency with the Membership was emphasized.

9.8. Safe Sport Presentation – Tiffanie Lauze

- Tiffanie will provide the Safe Sport link and share details by email.

9.9. Outdoor Security Camera Update – Chris Feakes

- Hockey nets are not permitted on the pickleball/basketball courts.
- Chris will address the security camera update after Summer Winds.

9.10. Status of Joint Calendar with EBSS – Janet Premak

- A meeting is scheduled for July 23. John will create the joint calendar.
- The full Board will have access to the calendar.

Building Report (Agenda Item 11.1):

- Raymond will set up and take down market signage on Saturdays.
- Significant concerns were noted with the roof, shingles, eavestroughs, and missing soffits.
- A metal roof was identified as the preferred replacement option.
- Costing for a metal roof is being determined, with a material-only quote pending from Colin Roy (Hillside Building Supplies).
- The LG unit requires a sensor and solenoid replacement to repair the mezzanine A/C unit.
- Canadian Mechanical Systems provided a quote of $5,200. Bruce authorized work to proceed, the Board approved this decision. It was also noted that few companies are available to complete this work.
- Bruce Morrison and Ben Shiffman will discuss the heating and cooling system offline.

Bruce and Fay Morrison left the meeting at 7:47 p.m.

10. New Business

10.1. Indoor Humidity Issues – Gary Wingate

- Dehumidifiers have been added to address humidity issues and they appear to have resolved the problem. The units are draining outside and assisting with moisture control.
- Chris Feakes will speak with Brad Patzer about the kitchen exhaust fan.

10.2. Zoom AI Meeting Summary Software – John Heppenstall

- Zoom's AI summary and recording features were discussed to support Nichole's full participation as a Director. A conference speaker is required to support automatic recording and meeting summaries (either by Zoom or Teams). The recommended speaker is the Jabra Speak2 75, estimated at approximately $350. A speaker will also benefit virtual attendance at meetings.

Motion:
2026.07.14-07
That the Board approved the purchase of a Jabra Speak2 75 conference speaker, estimated at approximately $350, to support recording and meeting summaries.

Motion moved by Cathy Burtnack, seconded by Janet Premak. Carried.

10.3. XC Ski Trail Grooming Proposal – John Heppenstall
- Following John's presentation, the Board agreed that BCC will pursue acquiring the grooming equipment at fair market value to support continued cross-country ski trail grooming for the 2026/27 season, with funding to be sought through donations, grants, and municipal support. The purchase is intended as a temporary bridge until a local ski association is formed.

Motion:
2026.07.14-08
That the Board approve Beaches Community Centre acquiring the cross-country ski trail grooming equipment from Ron Reitsma at fair market value, initially for a nominal purchase price of $1, and authorize the creation of a tax-receipt-eligible fundraising campaign to raise approximately $15k to $20k to compensate Ron Reitsma for the fair market value of the equipment and establish a small reserve for future repairs and maintenance. The Board further authorizes volunteers to pursue related fundraising, grant opportunities, and municipal support, including a presentation to the RM of Victoria Beach Council, with the understanding that the purchase is intended as a temporary bridge to support continued groomed cross-country ski trails for the 2026/27 season until a local Victoria Beach Ski Club/Association is formed, at which time the equipment may be sold to the Association at fair market value.
Motion moved by Trista Demedeiros, seconded by Chris Feakes. Carried.

10.4. Volunteer Appreciation Day Planning & Logistics – Janet Premak
- Volunteer Appreciation Day is planned for Saturday, October 3rd.
- Budget details will be researched.
- Potential connections to Danny Whole Hog were noted.
- Janet will present a plan at the next meeting.

10.5. All Candidates Forum Report and Retrospective – Bill Hurtig
- Some Directors expressed concerns regarding perceived endorsement of candidates by BCC, and stated the view that the BCC website and social media platform should not have been used.
- Future involvement should be limited to making our space available for such a forum.
- It was noted that a majority of Board Members supported making the venue available, though not all were in favour.

10.6. Director Resignation – Trista Demedeiros
- Trista Demedeiros expressed concerns about continuing on the Board but confirmed she will complete her elected term.
- Concerns included lengthy and stressful meetings, frequent in-camera discussions, communication gaps, Board tension, and the need for email timing boundaries.
- The Board thanked Trista for raising her concerns and for reconsidering her decision to step down.
- Board members were encouraged to address concerns promptly and face-to-face where possible.

11. Committee Reports

11.1. **Building** – *Bruce Morrison (report submitted)*

11.2. **Memberships –** *Claudia Schlamp (verbal report)*

- Claudia reported 628 registered members, including 25 corporate memberships.
- Family memberships represent 44% of total memberships.
- There have been 25 new memberships since the end of April 2026. Memberships renew September 1 (no further grandfathering), with renewal reminders to be sent August 1.
- The membership application form will be clarified regarding children/grandchildren. The Board supported allowing Members to have grandchildren included under a family membership, if no other immediate children were listed.
- Any related interpretation questions will be addressed during the full Constitutional review.

11.3. Communications – *John Heppenstall (report submitted)*

- The next e-blast will request member contacts or suggestions for sourcing blinds for the club.
- John will send out a targeted request for volunteer assistance on July 15th. Volunteer needs will be included in communications, including Sunday Summer Winds takedown help at 10:00 a.m.

11.4. Bar *Tracey Patzer (report submitted)*

- Brad and Tracey paid for and picked up the lawn mower and weed trimmer. Cathy noted the reimbursement sequence with Merry Makers will be confirmed.

Tracey Patzer and Sandra Ateah left the meeting at 8:52 p.m.

11.5. Canteen – *TBD*

11.6. Country Market – Sharon Leggatt *(Market began June 20th)*

11.7. Music Festival– *Elaine Fletcher (report not submitted for June)*

11.8. Fitness Facility – *Murray Otter (report submitted)*

11.9. Pickleball – *Gary Wingate (report submitted)*

11.10. Basketball *Tiffanie Lauze (report submitted)*

- Carl and the boys will plan the 3-on-3 basketball event, with the date to be confirmed to avoid conflicts with pickleball.
- Nets are being taken down following the initial reminder.
- Tiffanie committed to having the nets and balls ready for use by the May long weekend each year.
- A cost estimate will be obtained for two outdoor basketball posts. If supported by the Province, funding from the fitness facility grant may be available to cover these costs.

11.11. Youth – *Dayna Ford (report submitted)*

- The Board supported holding summer camps and movie nights. Dayna to check with Bruce regarding date options.

11.12. Curling – *Tiffanie Lauze (report submitted)*

- Lori Cyr has offered to donate cash registers for club use. Her offer will be investigated with a decision expected by the August Board Meeting.
- Cathy Burtnack to contact Brad Scott to see if there is interest in having the canteen open during the Yacht Club Social.

Motion:
2026.07.14-09
That the Board approved the Committee Reports as presented.
Motion moved by Tiffanie Lauze, seconded by Claudia Schlamp. Carried.

12. Affiliate Committee Reports

12.1. Merry Makers – *Laurie Danwich (report submitted)*

12.2. VB Snow Drifters – *Barbra Kania (no report/off-season)*

12.3. XC Ski Club – Dana Hlady *(appreciation given for the Open House)*

Motion:
2026.07.14-10
That the Board approved the Merry Makers Report as presented.
Motion moved by Chris Feakes, seconded by Trista Demedeiros. Carried.

13. Roundtable items

13.1. Board Member Expense Claims
- Cathy to create a standardized process for submitting expenses.

13.2. Joint Meeting with EBSS – Proposed Date: September 17, 2026 (add placeholder to calendar)

13.3. Code of Conduct Signing – completed and on record.

13.4. Dog Run Sign – Board supported.

14. In Camera Meeting

Motion
2026.07.14-11
The Board moved in camera from 9:11 p.m. to 9:15 p.m.
Motion moved by Cathy Burtnack, seconded by Claudia Schlamp. Carried.

15. Closure

Motion
2026.07.14-12
That the Board closed the meeting at 9:11 p.m.
Motion moved by Chris Feakes, seconded by Trista Demedeiros. Carried.

<u>Next Regular Board Meeting:</u>
Beaches Community Centre
August 11, 2026 @ 6:00 p.m.
65 Arthur Road, Victoria Beach, MB R0E 2C0

DELIVERABLES

Action	By Whom	By When	Updates:
Fence around play structure	Bruce	Ongoing	What is the timeline for this?
Parking Signage / Parking Lot	Chris/John	Ongoing	What is the timeline for this?
Camera Security System	Chris	Ongoing	Complete after Summer Winds
Terrain Park	Chris	In Fundraising Stage	Provide update
Internet service provider (Valley Fibre)	Chris	Ongoing	Provide update
Property Map	Bill	Add to August Meeting	RM of VB CAO will provide BCC with an existing property lines map.
Fireworks Committee	Brad	Add to September Meeting	Need for yearend celebration
Hot water tanks (for flooding)	Chris	Researching Stage	Need space for hot water tanks before any next steps (defer until storage space identified)
Shared Calendar with EBSS	Janet	July 30, 2026	
Grant Committee	Bill /Rumona	December 31, 2026	Laura Kemp cannot participate. Rumona has agreed to look into a grant application for a viability study for an expansion for a multi-purpose facility.
Canteen Volunteers	Board	ASAP	Note: Fay/Bruce will continue to look after Saturday breakfasts. Need second in command for Lori Cyr.
EV charging stations	John	Add to August Meeting	
Strategic Plan to RMs	Bill	Add to October Meeting	Presentation
Curling Committee Terms of Reference	Tiffanie	Add to August or September Mtg	Nichole to assist Tiffanie.
Efficiency Manitoba Business Lighting Program	Gary	Add to August Meeting	Obtaining 2nd installation quote / product timeline.
Director Election Process & Training	Bill / Community Future	Add to October Meeting	Community Futures has been contacted to do a director orientation session as well as inform us of how they run community club elections. This will be a 3-hour session outside the normal meeting schedule. We need to do this while all Directors are available. It has been agreed that this should occur in the fall.
Club Manager Job Description	Janet/Cathy	TBD	
Constitution Review	ALL	Add to September Meeting	Need ready for AGM 2027
2026-2027 Annual Budget	Cathy	Add to September Meeting	
Volunteer Shortage	Board	Ongoing	
Playground Expansion	TBD	Revisit	Interest from Merry Makers and Grand Pines Golf Club
Creative Kids Report	TBD	Revisit	November 2024:

			The Board proposed that a Creative Kids Report be requested moving forward so members can be informed of the ongoing kid's activities, classes, etc.
BCC Mastercard	Cathy	TBD	
BCC Saffies General Store Account	Cathy	Add to August Meeting	
Board Member Recognition Program	Nichole	Add to October Meeting	Proposal
Volunteer Recognition & Incentive Program	Nichole	Add to August Meeting	Proposal
Kitchen exhaust fan	Chris	TBD	Chat with Brad
Volunteer Appreciation Day	Janet	Add to August Meeting (budget)	Save the Date: Oct 3
Cash registers	Tiffanie	Add to August Meeting	
Google Drive Board Portal	Nichole	Ongoing	Clean up